

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Civilian Armory Assistant

Department/Division: DPS Armory

Workplace Address: 2010 W. Encanto Blvd., Phoenix

Number of Hours/Week: Minimum of 8 hours per week.

Days of Work Week: Monday through Friday.

Start/End Hours: Flexible, between the hours of 8am and 4pm.

Position Description: This position will be responsible for assisting customers of the armory by issuing ammunition and weapons to department personnel as needed, answering phone calls, assisting with inventory control, accounting and some data entry.

Qualifications: Computer experience with Microsoft excel and access is needed to track inventory and weapons. A basic knowledge of ammunition and weapon types is also necessary.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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